

Message Text

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ACTION EUR-12

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R 231520Z JUL 76

FM USMISSION NATO

TO SECSTATE WASHDC 8816

INFO SECDEF WASHDC

CPO NSSG (US) SHAPE BELGIUM

UNCLAS SECTION 1 OF 2 USNATO 4125

STATE FOR EUR/RPM: DEF FOR MR. PAYNE, PERSONNEL DIV. ODAS(A)/
OASD (C)

E.O. 11652: N/A

TAGS: APER AORG NATO

SUBJ: NATO/IS VACANCY: 1. DIRECTOR OF MANAGEMENT, 2. DIRECTOR OF
ADMINISTRATION AND PERSONNEL

1. NATO ANNOUNCED JULY 19TH FOLLOWING VACANCIES ON INTER-
NATIONAL WITH CLOSING DATE ON RECEIPT OF NOMINATIONS
22 SEPTEMBER 1976:

POST DESCRIPTION

TITLE: DIRECTOR OF MANAGEMENT

GRADE: A.7

DUTIES: AS SENIOR NATO ADMINISTRATOR, ACTS AS PRINCIPAL
ADVISER TO THE SECRETARY GENERAL ON ALL MATTERS PERTAINING TO
THE ORGANISATION AND MANAGEMENT OF THE INTERNATIONAL STAFF; DIR-
ECTS THE WORK OF THE ORGANISATION AND METHODS SECTION; IS
CHARGED WITH THE PREPARATION AND DEFENCE OF THE INTERNATIONAL
STAFF BUDGETS AND MANAGES THE ADMINISTRATIVE EXPENDITURES
THEREUNDER; ADVISES THE SECRETARY GENERAL ON STAFF POLICY AND
EMOLUMENTS APPLICABLE TO CIVILIAN STAFF THROUGHOUT THE ORGANI-
SATION AND ON OTHER MATTERS IN THE FIELD OF MANAGEMENT AS
REQUIRED; PARTICIPATES IN THE WORK OF VARIOUS COMMITTEES, PART-
ICULARLY IN THE FIELDS OF BUDGET AND CO-ORDINATED STAFF MANAGE-
MENT; GIVES BROAD POLICY GUIDANCE TO THE DIRECTOR OF ADMINIS-
UNCLASSIFIED

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TRATION AND PERSONNEL ON THE ADMINISTRATION OF THE INTERNATIONAL
STAFF AND OF THE HEADQUARTERS.

QUALIFICATIONS: UNIVERSITY DEGREE, OR EQUIVALENT EDUCATION,

PREFERABLY WITH POST-GRADUATE TRAINING, IN FIELDS DIRECTLY RELATED TO ORGANISATION AND MANAGEMENT; WIDE EXPERIENCE IN SENIOR RESPONSIBLE POSTS AND A NUMBER OF YEARS OF RECENT EXPERIENCE IN THE FIELD OF MANAGEMENT, ADMINISTRATION AND ORGANISATION; ABILITY TO DEAL AUTHORITATIVELY WITH A WIDE VARIETY OF PROBLEMS IN THESE FIELDS; FAMILIARITY WITH AND ABILITY TO WORK IN AN INTERNATIONAL ENVIRONMENT; ABILITY TO NEGOTIATE AT HIGH LEVEL AND TO CHAIR COMMITTEES COMPOSED OF SENIOR OFFICIALS OF DIFFERENT NATIONALITIES; TACT AND GOOD JUDGEMENT, PERSONAL AND PROFESSIONAL SUITABILITY; EXCELLENT KNOWLEDGE OF ONE OFFICIAL LANGUAGE AND ABILITY TO WORK WELL IN THE SECOND.

POST DESCRIPTION

TITLE: DIRECTOR OF ADMINISTRATION AND PERSONNEL

GRADE: A.6

DUTIES: UNDER THE BROAD POLICY GUIDANCE OF THE DIRECTOR OF MANAGEMENT, DIRECTS THE ADMINISTRATIVE SERVICES OF THE INTERNATIONAL STAFF; IS RESPONSIBLE FOR THE ADMINISTRATION OF THE STAFF AND FOR THE OPERATION AND SECURITY OF THE HEADQUARTERS; PARTICIPATES IN COMMITTEES CONCERNED WITH STAFF ADMINISTRATION, ADVISES THE DIRECTOR OF MANAGEMENT ON STAFF EMOLUMENTS AND ON QUESTIONS OF PERSONNEL POLICY DEALT WITH AMONG THE CO-ORDINATED ORGANISATIONS.

AS DEPUTY, ASSISTS THE DIRECTOR OF MANAGEMENT, AS REQUIRED, IN MATTERS OF ORGANISATION AND MANAGEMENT AND IN THE PREPARATION, DEFENCE AND IMPLEMENTATION OF THE INTERNATIONAL STAFF BUDGETS; ACTS FOR THE DIRECTOR OF MANAGEMENT BY DELEGATION IN SPECIFIC FIELDS AND REPLACES HIM IN HIS ABSENCE; REPRESENTS HIM, AS REQUIRED, ON COMMITTEES AND WORKING GROUPS.

QUALIFICATIONS: UNIVERSITY DEGREE, OR EQUIVALENT EDUCATION, PREFERABLY WITH POST-GRADUATE TRAINING, IN FIELDS DIRECTLY RELATED TO GENERAL AND PERSONNEL ADMINISTRATION; MANY YEARS' UNCLASSIFIED

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EXPERIENCE IN PROGRESSIVELY RESPONSIBLE POSTS AND A NUMBER OF YEARS OF RECENT EXPERIENCE IN THE FIELD OF ADMINISTRATION AND PERSONNEL MANAGEMENT IN A LARGE ORGANISATION; DEMONSTRATED ABILITY TO DEAL WITH A WIDE VARIETY OF PROBLEMS IN THESE FIELDS AND TO SUPERVISE AND CO-ORDINATE THE WORK OF BOTH SENIOR AND JUNIOR STAFF; FAMILIARITY WITH AND ABILITY TO WORK IN AN INTERNATIONAL ENVIRONMENT; ABILITY TO NEGOTIATE AT SENIOR LEVEL AND TO CHAIR COMMITTEES COMPOSED OF OFFICIALS OF DIFFERENT NATIONALITIES; TACT AND GOOD JUDGEMENT, PERSONAL AND PROFESSIONAL SUITABILITY; EXCELLENT KNOWLEDGE OF ONE OFFICIAL LANGUAGE AND ABILITY TO WORK WELL IN THE SECOND.

2. ANNOUNCEMENTS CONTAINED FOLLOWING GUIDANCE:

LAST YEAR, THE POST OF DIRECTOR OF ADMINISTRATION, GRADE A.7, WAS ADVERTISED, WITH 31ST JULY, 1975 AS CLOSING DATE FOR CANDIDATURES.

SINCE THAT TIME, A REORGANISATION OF THE ADMINISTRATIVE AND MANAGEMENT ORGANISATION OF THE INTERNATIONAL STAFF HAS BEEN UNDER STUDY IN THE COUNCIL. IN CONSEQUENCE, IT HAS NOT BEEN POSSIBLE TO PROCEED WITH THE FILLING OF THIS VACANCY.

THE ORGANISATION NOW APPROVED BY THE COUNCIL ALLOCATES THE A.7 GRADE TO THE POST OF DIRECTOR OF MANAGEMENT. THE NEWLY CREATED A.6 POST IS ALLOCATED TO THE FUNCTION OF DIRECTOR OF ADMINISTRATION AND PERSONNEL. POST DESCRIPTIONS FOR BOTH FUNCTIONS ARE ATTACHED.

DELEGATIONS ARE INVITED TO INFORM THE OFFICE OF ADMINISTRATION AND PERSONNEL WHETHER CANDIDATURES SUBMITTED LAST YEAR FOR THE POST OF A.7 DIRECTOR OF ADMINISTRATION AND PERSONNEL ARE STILL VALID AND, IF SO, WHETHER THEY ARE TO BE CONSIDERED AS APPLICATIONS FOR THE A.7 DIRECTOR OF MANAGEMENT OR FOR THE A.6 DIRECTOR OF ADMINISTRATION AND PERSONNEL OR FOR BOTH. ANY CANDIDATURES NOT RE-ESTABLISHED WILL BE CONSIDERED AS HAVING BEEN WITHDRAWN.

DELEGATIONS WHO WISH TO PROPOSE NEW CANDIDATES FOR EITHER POST ARE REQUESTED TO FORWARD NAMES AND DETAILED CURRICULAE VITAE.

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SEVING CIVILIAN MEMBERS OF THE INTERNATIONAL STAFF AND OF OTHER NATO BODIES WHO BELIEVE THEY HAVE THE REQUIRED QUALIFICATIONS AND EXPERIENCE AND WISH TO BE CONSIDERED FOR THESE POSTS ARE ALSO INVITED TO SUBMIT THEIR NAMES AND DETAILED CURRICULAE VITAE THROUGH THEIR PERSONNEL ADMINISTRATION.

APPLICATIONS (IN DUPLICATE) SHOULD BE ADDRESSED TO THE OFFICE OF ADMINISTRATION AND PERSONNEL, NATO HEADQUARTERS, BRUSSELS, 1110, AND SHOULD BE SUBMITTED BY 22ND SEPTEMBER, 1976.

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ACTION EUR-12

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UNCLAS SECTION 2 OF 2 USNATO 4125

3. COMMENT: ACTING DCM PEREZ AND DIR. ADMIN COL. KERSEY
DISCUSSED WITH SYG CHIEF OF CABINET VAN CAMPEN CERTAIN RAMIFI-
CATIONS WHICH ABOVE ANNOUNCEMENTS BRING INTO PLAY REGARDING
POTENTIAL US NOMINATIONS BEARING IN MIND FACT THAT REOPENING
OF NOMINATIONS ARE RESULT OF US MISSION DEMARCHE:

A) REQUIREMENT FOR CLOSING DATE 22 SEPTEMBER BASED ON EUROPEAN
AUGUST HOLIDAY AND NEED FOR NOMINATION PROCESSING TIME BY
ALL NATO DELEGATIONS.

B) DECISION FOLLOWING NOMINATIONS WILL REQUIRE UP TO 30 DAYS.

C) ARRIVAL OF SELECTED INDIVIDUALS FOR DUTY COULD REQUIRE
UP TO 60 DAYS.

D) SYG WOULD INSIST DEPARTURE OF INCUMBENT KUNZIG SHOULD NOT
OCCUR UNTIL REPLACEMENT ON BOARD WHICH COULD BE AS LATE AS
1 JANUARY 1977.

BY REOPENING NOMINATIONS SYG UNDERSTOOD US COMPREHENSION OF
ABOVE FACTORS EVEN IF US COULD NOT AGREE TO KUNZIG EXTENSION.

4. MISSION RECOMMENDATION: CURRENT A7 LIST OF 31 JULY 1975
CONTAINS US NOMINEE WHO IS UNLIKELY OF SELECTION FOR A7 POSITION,
THEREFORE, RENOMINATION BY US SHOULD BE FOR BOTH A7 AND A6
POSITIONS. SOME ADVANTAGE LIKELY IF SAME INDIVIDUAL NOMINATED
FOR BOTH POSITIONS AS FAILURE OF SELECTION FOR A7 COULD IMPROVE
CHANCES FOR A6 SELECTION. SUCCESSFUL US A6 CANDIDATE WOULD
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ASSURE LOW PROFILE WHILE MAINTAINING SUFFICIENTLY STRONG
POLICY INPUT. STRAUSSZ-HUPE

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